

CITY OF RICHARDSON

JOB TITLE: AQUATICS & ATHLETICS MANAGER APPROVED:
DEPARTMENT: Parks & Recreation
CLASS CODE: 03308
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 10/16/14
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART TIME:

JOB SUMMARY:

Under direction of the Superintendent of Athletics & Aquatics, supervise the City of Richardson Aquatics program and coordinate the City of Richardson's effort in working with local youth athletics programs. Develop new athletic and aquatic programs as needed. Work as a team member on city and departmental Special Events. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

Supervise daily operation of the city's athletics and aquatics programs/offerings. Hire, train and supervise swimming pool personnel and manage facilities at multiple locations. Effectively evaluate performance of subordinate personnel and coordinate the payroll management of the aquatics program. Coordinate with appropriate vendors for all aquatics facility and equipment maintenance and effectively manage the aquatics budget. Manage athletic field allocation with multiple youth and adult associations; keep records and collect and track field usage fees. Coordinate with park maintenance personnel in the maintenance and preparation of pools and athletic fields. Assist in preparation and facilitating events related to Corporate Challenge, as directed. Maintain appropriate levels of supplies and inventory. Develop and maintain effective public relations and write effective publicity releases. Operate personal computer, utilizing various types of software. Communicate courteously and effectively with the public, officials, and other employees, in person, by telephone, and in writing. Plan and present City Council/Parks Commission presentations when needed. Supervise large groups, including children, both visually and audibly to ensure health/safety standards are enforced, and to assure the orderly integration of all programs. Work and/or supervise specific and/or general areas of city sponsored or departmental special events and activities, as assigned. Work with local youth agencies to see that the reasonable needs of these organizations are met. Work as an effective team member on city and department special events. Maintain a good working relationship with Texas Amateur Athletic Federation and the North Texas Aquatic Association.

OTHER JOB FUNCTIONS:

May be required to carry, push, pull, drag, or hold objects up to 30 pounds of equipment or furniture. Perform minor maintenance tasks.

REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:

Bachelor's degree required in Recreation, Physical Education, or related field. Texas drivers' license, class C required. Also required: AFO-(Aquatic Facility Operator), or CPO - (Certified Pool Operator). Additional preferred certifications: LGI - Red Cross Lifeguard Instructor; and CPR - Cardiac Pulmonary Resuscitation.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Four years of responsible experience required in public or agency recreation. Must have good working knowledge of techniques and methods of supervising swimming pool personnel and operation; specific equipment used in swimming pool operation; operation of athletic leagues and facility scheduling; techniques and methods of supervising recreational activities; operation and use of equipment used in various games, sports, and other recreational activities. Must have knowledge of personal computer and ability to operate a calculator. Must have ability to make timely decisions, manage large crowds that may produce high noise levels; have written and oral communication skills as well as skills necessary to develop and maintain effective public relations. Must be able to conduct research and make effective written and oral reports. Must function effectively as a team member and maintain mental focus and function effectively during assigned work activities.